

DEPARTMENT OF FINANCE AND ADMINISTRATION

ADMINISTRATIVE MEMORANDUM

300.30 TITLE: Personal Appearance/Dress Code
ISSUING OFFICE: DFA Director's Office (Page 1 of 1 page)
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: April 24, 2001 REPLACES: _____ DATED: _____

Effective immediately, Department of Finance and Administration employees may wear business casual attire during regular business hours.

"Business casual" includes slacks, blouses, shirts with collars, and appropriate shoes.

"Business casual" does not include jeans, t-shirts, 'work-out' clothing, shorts, tennis shoes, etc.

DFA administrators may recognize certain unique situations that require flexibility, such as allowing employees to wear jeans, t-shirts and tennis shoes for assignments involving manual labor.

If DFA employees are representing the Department at meetings, hearings, or official functions where "business casual" would be considered inappropriate, more professional attire should be worn.

This policy is in compliance with Governor's Policy Directives and is to be applied consistently, equally and in a nondiscriminatory manner. All state employees are to use good judgment and discretion in their dress and appearance. All clothing worn by state employees should reflect the image of a professional public servant.